

Division of Capitol Police

Patrol Sergeant

Position Summary

Under the general supervision of the Police Lieutenant, the Police Sergeant serves as shift commander and is responsible for the supervision of Police Officers and all law enforcement activities that occur during their shift and during times when he/she is the Staff Duty Officer. The Police Sergeant supervises Police Officers and security officers, conducts evaluations, and implements disciplinary actions of verbal, written reprimands and recommends suspension or termination of employees for cause. This position arranges schedules, coordinates field operations, maintains liaison with local law enforcement agencies, courts, etc., and coordinates criminal investigations.

TIME% GOALS AND WORKER ACTIVITIES

35% A. Supervision of Police Officers

- A1. Develop work schedules and direct the work activity of police officers assigned.
- A2. Meet with individual officers assigned to the shift and provide guidance and direction in conducting investigations of misdemeanor and felony crimes.
- A3. Conduct quarterly inspection of personnel to insure the employee is maintaining issued equipment as required and job skills are maintained at a proficient level.
- A4. Inspect the assigned posts to determine effectiveness of equipment.
- A5. Enforce compliance with department policies and procedures by assigned officer.
- A6. Review officers' reports, activity sheets, traffic citations, parking tickets and discrepancy reports for completeness, accuracy, quality, proper action (report support action taken, i.e. felony arrest necessary elements in officer's report).
- A7. Conduct annual evaluations of employees, identifying areas in need of improvement, areas of strength, and future goals and objectives.
- A8. Review crime statistic in jurisdiction of Capitol Police to determine and assign available resources to those areas with a priority given to crimes against persons rather than property.
- A9. Develop plans and scheduling patterns to accommodate special events such as inauguration of public officials, special events of the legislature, and public meetings with large attendance of state citizens.
- A10. Conduct monthly conference with officers to keep officers updated on changes in work activity, policies, procedures, work priorities, and interpretations of rules orders or practices.

A11. Continuously monitor the units work activity to ensure goals and objectives established by the department are being met.

A12. Conduct investigations of alleged misconduct of bureau employees and make effective recommendations for corrective actions.

20% B. Perform the duties and functions of a police officer in the exercise of law enforcement and related activity.

B1. Make arrests and prepare reports for criminal offense observed.

B2. Conduct investigations of criminal and traffic offenses.

B3. Receive complaints and take proper action.

B4. Assist persons experiencing a medical emergency (first aid, cardio-pulmonary resuscitation, etc.)

B5. Exercise judgment in the use of level of force to make an arrest.

15% C. Conduct major case investigations involving misdemeanor and felonies.

C1. Conduct investigation of alleged criminal acts by officials of state government.

C2. Conduct investigations of state employees who are alleged to have been involved in criminal activity including white collar crimes, malfeasance of office, crimes against persons, theft of property, or other acts.

C3. Perform other criminal investigations as required.

C4. Perform the duties of a police officer as required.

10% D. Serve as Staff Duty Officer for the bureau, providing oversight of all law enforcement activities during non-business hours for all facilities under the managing authority of the Department of Administration.

D1. Assign available personnel to cover emergencies that occur.

D2. Make effective recommendations to the Bureau Director on the use of outside law enforcement agencies for incidents that require additional resources by evaluating available intelligence to determine numbers of persons anticipated and the level of interest which could determine if violence is expected.

D3. Coordinate activities of the various law enforcement agencies as incidents occur on state property, working with supervisory personnel from the City of Madison, Dane County Sheriff's Department, other local municipal police departments and state police agencies.

D4. Evaluate bomb threats, extent of fire, or other condition that may require evacuation of the State Capitol, Executive Residence, or other state facility to determine if evacuation is required.

D5. Take command of and contain hostage situations until hostage negotiations, swat team members, and command personnel can respond to the scene. The staff officer must fill the roles of these personnel and contain the situation until relieved.

D6. Participate in training programs involving a simulated accident at a nuclear power plant.

D7. Evaluate threats that are received at the bureau dispatch center relative to the Governor's personal security. If the threat is judged as serious, preventative measures should be evaluated and discussed with the Governor or his staff including but not limited to increasing security, changing travel routes, or cancelling planned activities.

10% E. Assist in the administration of permits for activities on property managed by DOA.

E1. Review applications for permits and make recommendations for issuing or denying permits based on appropriateness of the activity and compliance with established rules and procedures.

E2. Schedule security services as required based on estimates of crowd size from permit applicant and past experiences with similar issues at state facilities.

E3. Coordinate support services with person receiving a permit and other agencies.

E4. Monitor permit activities to insure compliance with requirements in the issued permit.

E5. Submit reports of actual costs for security activities and damages to state facilities because of permit activities.

10% F. Other duties as assigned

F1. Develop lesson plans and present training programs to bureau members, VIP's, and state employees.

F2. Monitor private contractors in their activities of maintaining roadways, parking lots, sidewalks on state facilities (snow removal) and then recommend payment for services rendered.

Knowledge, Skills and Abilities

1. Knowledge of Wisconsin and Federal criminal statutes and court decisions (case law) governing criminal investigations including: interrogation, arrest, search, seizure, civil rights, criminal prosecution, the use of force, electronic surveillance, entrapment, and other areas; to ensure that evidence of criminal conduct is legally obtained and sufficient to withstand judicial examination.
2. Knowledge of State and department policies and procedures relating to administration, operations and personnel, and extensive knowledge of WI State Capitol Police policies and procedure to ensure conformity to applicable policies and guidelines.
3. Knowledge of the Wisconsin criminal justice system, including prosecutorial and judicial functions and extra judicial hearing, such as John Doe and Grand Jury proceedings. Considerable knowledge of similar functions in the Federal criminal justice system.
4. Knowledge of modern overt and covert criminal investigative techniques and tools including: interview and interrogation, surveillance, use of informants, analysis of records, collection and preservation of evidence, crime laboratory capabilities, and available outside resources.
5. Knowledge of modern training methods and procedures and implementation of formal law enforcement training programs.
6. Knowledge of local, state, and federal law enforcement and regulatory agencies.
7. Skill in the use of firearms, mobile police radios, motor vehicles, camera equipment, computer recording equipment, computer applications and E-mail, and all Microsoft Office products
8. Skill in the provision of courtroom testimony, the use of physical force and in self-defense tactics.
9. Skill in expressing ideas and incidents in a clear, complete and concise manner, both orally and in writing.
10. Skill in preparation of valid, complete criminal complaints sufficient to support issuance of arrest warrants or search warrants.
11. Skill in analyzing cases for purposes of extracting investigative leads, drawing logical conclusions and proceeding to next step of investigation.
12. Skill in planning and performing covert operations to obtain information and evidence of a crime.
13. Ability to supervise police personnel and answer questions of immediate attention.
14. Ability to schedule officers to cover all pertinent shifts and assignments.
15. Ability to complete Incident Action Plans.
16. Ability to obtain needed resources in the event of an emergency.